

# Maryland Telework and Online Sales Relief Fund Grant

## Frequently Asked Questions



### 1. **When are applications being accepted?**

Applications will be accepted for submission beginning Wednesday, Oct. 13 at 9 a.m. and will remain open until funds are exhausted.

### 2. **Who is eligible for the Maryland Telework and Online Sales Relief Fund Grant?**

Businesses and nonprofits must meet the following criteria:

- Be a legally recognized business/nonprofit in good standing with the State of Maryland as determined by the Maryland Department of Assessments and Taxation (SDAT)
- Be current on all county tax liabilities (paid in full)
- Have no outstanding/open zoning or permitting code enforcement issues with the county
- Must have been established and operating prior to March 9, 2020
- Be located and currently open and operating in Calvert County

Priority will be given to businesses with fewer than 20 employees (including part-time and excluding the owner).

### 3. **What are eligible uses for the Maryland Telework and Online Sales Relief Fund Grant?**

- Expenses related to expansion of e-commerce to support online sales framework
- Website upgrade to include, expand or facilitate online sales
- New website development for the purpose of online sales
- Purchase of laptops or other devices for remote work capabilities
- Hardware and software upgrade and subscriptions related to the above
- Internet expenses related to telework

### 4. **What restrictions will be placed on the funds?**

The grant is for expenses incurred to establish or expand online sales and/or telework during COVID-19 (after March 2020) and must not have been previously reimbursed in other federal, state or county grant programs.

### 5. **How long will this process take and when can I expect to get the money?**

Applications will be approved as quickly as possible based on volume of submissions. This is a multi-step process:

- 1) Submit the request for an application.
- 2) Complete the application. Applicants will have two business days to complete the application.
- 3) Once the application is received, it will be reviewed for basic eligibility requirements.
- 4) If the application meets the basic eligibility requirements, the applicant will receive an email from the Calvert County Department of Economic Development with instructions on how to submit required documents. The documentation required at this step will include a completed demographics form (supplied by the Calvert County Department of

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Economic Development), IRS W-9 form and copies of paid invoices for reimbursement of eligible expenses (e.g. bill of sale, receipts, canceled checks, etc.). The applicant will have five business days to submit all required documentation. If documentation is not submitted in five business days, the application will not be processed and will lose its place in the review process.

- 5) Once the additional documentation has been reviewed, the applicant will be notified if their grant application was approved or denied.
- 6) If awarded, the grant recipient will be notified by email and will receive a Grant Agreement and ACH form to be completed by the applicant. The applicant will also need to submit a copy of a voided check. The applicant will have five business days to complete and return the signed Grant Agreement, completed ACH form and voided check or the grant will be considered forfeited.
- 7) Once the grant acceptance package has been received, it will then be processed by the Calvert County Department of Finance & Budget for payment.

### 6. What documentation is required?

- Fully completed application
- Number of full time, part time and 1099 employees (numbers will be needed for application)
- [IRS W-9 Form](#)
- Copies of detailed paid invoices for reimbursement of eligible expenses

Applicants will receive a separate email from the Calvert County Department of Economic Development requesting documentation after the initial application has been received and reviewed for basic eligibility requirements.

### 7. What grants are available?

Reimbursement Grants of up to \$5,000 for expenses incurred after March 2020.

### 8. Are locally owned franchises or national chains eligible?

Yes. If the franchise is locally owned and controlled, they are eligible for this program.

### 9. Will you need a computer to submit the application?

Yes, you will need access to a computer since the application is only available online.

### 10. Can I mail, fax or drop my application off somewhere?

No. Applications will only be accepted via online submission.

### 11. Will I get confirmation that my application has been received?

Yes. You will receive confirmation once your request for an application is successfully submitted and you will receive a confirmation once your completed application is successfully submitted (see question 5).

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**12. How will I receive the grant disbursement?**

Electronic payments will be made through the county's online ACH bank payment system. The recipient of a grant will be notified at the email address provided on the application and will be sent a Grant Agreement and Request for Disbursement to be signed by the applicant, as well as a request to provide a voided check. The applicant will have five business days to return this documentation or forfeit the grant.

**13. Can I apply if I have received other grants?**

Yes, businesses that have received grant funds from other programs facilitated by both Calvert County Government and other entities may apply for this grant, however, consideration will be taken due to the limited amount of funding available.

**14. How will award decisions be made?**

Awards will be made based on a predetermined point system. Due to limited funds, not all applications will receive a grant award.

**15. Who will be charged with reviewing the applications and verifying the accuracy of the documents received?**

All applications will be reviewed by a Grant Review Committee. This committee will be approved by the Calvert County Administrator and Director of Finance & Budget.

**16. How can I check on the status of application(s)?**

The applicant will receive an email confirmation when the application is received. To expedite processing, we will communicate with applicants by email throughout the approval process.

**17. Will my information be kept confidential?**

Yes. Financial information is strictly confidential. The names of any business that receives a grant and the dollar amount of the grant received are considered public information.

**18. Will I need to pay back the money?**

No. This is a grant, not a loan, so you will not need to pay it back as long as you comply with all terms and conditions of the Grant Contract Agreement.

**19. Is this grant considered taxable income to me or my business?**

Calvert County Government cannot provide tax advice and recommends that you consult with a tax professional. However, it is possible that relief grant funds may be reported as taxable income. If awarded, the recipient may receive a 1099-G form from Calvert County Government for the tax year 2021.

**20. Is this a one-time payment?**

Yes.

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**21. How will the county document the distribution of these funds to qualified small businesses?**

Documentation will be done through the grant acceptance agreement, which will be emailed to the applicant once their grant package is approved.

**22. What security measures have been put into place to ensure my information is safe?**

Calvert County uses TLS/SSL security on all county webpages. TLS encrypts the connection between the webserver and the end user (client) allowing secure data transmission between both parties. Files are stored in a private directory and each file is keyed to the application being submitted.

**23. Where can I apply?**

The application portal can be found on the Calvert County Economic Development website at [www.ecalvert.com/MDTeleworkGrant](http://www.ecalvert.com/MDTeleworkGrant).

**24. If I have additional questions whom may I contact?**

Email [grant@calvertcountymd.gov](mailto:grant@calvertcountymd.gov) with additional questions.